Quest is an information platform that gives you an inside track to internships, jobs, career events, and other opportunities and information targeted to Amherst College students. You can access it from the Career Center’s website, and you will use your student login information to enter the site.

**FILL OUT YOUR PROFILE**

Before you can do anything in Quest, you need to fill out your online profile. This only take a few minutes and helps the Career Center send you targeted information about opportunities in fields or industries that interest you. It also ensures that you do not end up applying for positions for which you are not qualified because of your class year (or work authorization for international students).

**SCHEDULE AN APPOINTMENT WITH A CAREER ADVISOR** *

Our career advisors are here to meet with you about anything related to your career exploration and planning or graduate school. If you’re not sure what you should talk to them about or how they would be helpful, set up an appointment and come find out!

1. Log in to Quest. You must complete your profile to proceed.
2. Once in Quest, look for the link along the right hand side of the Homepage that says “Request a Career Advising Appointment.”
3. Select an Advisor. If you hover your cursor over the advisor’s name you will see their specialties. (Except for Richard Aronson & Robert Siudzinski – all advisors can work with you on cover letters and resumes as can the PCAs.)
4. Click on Check Availability.
5. Click on the Advisor’s name for the time slot you want.
6. Select a reason for the appointment and add any notes that will help the advisor to prepare for your appointment.
7. Click on “Submit Request.”
8. You will receive an email that your request has been received.
9. You will then receive another email to confirm your appointment or be asked to choose another time.
10. To change or cancel your appointment you must call the Career Center at 413-542-2265 or stop by to let us know.

*Alumni cannot schedule appointments through Quest. Please call (413) 542-2265 instead.
SEARCH FOR JOBS & INTERNSHIPS

The opportunities in Quest are either posted by employers or by Career Center staff. The employers that are particularly interested in Amherst students post positions through Amherst Advantage, our recruiting program. **Quest is not an exhaustive list of all jobs and internships, and so we recommend that you also use other resources when seeking the type of opportunity you desire.** You can meet with a career advisor to find out which other resources might be helpful for your search. Two other resources located directly on the homepage of Quest are the Liberal Arts Career Network (LACN) and Career Shift.

When you search for opportunities in Quest, you can search by keyword or use the Advanced Search function to search by industry, location, and/or position type. You can also create a Saved Search (the link is located right next to the Advanced Search function) and indicate how often you would like to receive emails about opportunities that match your specific search criteria.

APPLY FOR JOBS & INTERNSHIPS

The Quest posting will indicate the application instructions for each particular opportunity. You may need to apply through the Quest system but you also may be given other instructions. Typically the employer will request some or all of the following materials:

- **Resume.** If you are required to apply through Quest, **you MUST first have your resume reviewed and eventually approved by a Peer Career Advisor (PCA) or career advisor.** You will not be able to apply otherwise.
- **Cover letter.** Both PCAs and career advisors are happy to review your cover letters.
- **Unofficial Transcript.** Create your unofficial transcript by logging onto ACData. Copy the transcript data on the screen and paste it into a Microsoft Word document.
- **Writing Sample.**
- **Other documents** such as essay responses, etc.

You can upload your application materials through the “Documents” tab on the Quest navigation bar. You will not be able to see this tab until your resume has been approved. You can store up to 35 documents at a time.

**Convert all Microsoft Word documents into PDF files to before uploading to Quest. If you leave it in Word, the format can shift when the employer opens it on his/her end. Converting it to a PDF freezes the formatting.**

MONITOR CAREER CENTER EVENTS

The Career Center hosts many events, including information sessions, panels, workshops, and programs. You can check out these events through the Info Sessions/Workshops tab or the Calendar.